

Verification of Employment Details- Medication Skill Set

MAKE
GREAT
HAPPEN



Name: _____

The person named above has applied to undertake study with TAFE Queensland South West in the following area:-

CHCSS00070 - Assist Clients with Medication Skill Set

The skill set is comprised of the following units

- HLTAAP001 Recognise healthy body systems

This unit describes the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.

This unit applies to any worker who needs to use and interpret information that includes references to client anatomy and physiology

- HLTHPS006 Assist clients with medication

This unit describes the skills and knowledge required to prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.

This unit applies to community services and health workers with authority in their state or territory to assist with the administration of medication.

This skill set has been endorsed by industry as suitable for individuals who hold a qualification at Certificate III level or higher in an area involving provision of direct client care or support (**Candidates must provide evidence that they hold a Certificate III in an area involving provision of direct client care or support eg. Aged Care or Disability**)

This skill set is for people working in various care and support roles in the community services industry who wish to develop skills in supporting people to self-administer medication.

The skills must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

This skill set **must be assessed in the workplace under** the normal range of work conditions.

Prior to the candidate being assessed in the workplace they must undertake a **simulated assessment** by a TAFE teacher.

Verification of Employment Details- Medication Skill Set

MAKE
GREAT
HAPPEN



This assessment will be conducted during a face to face session. During this session the candidate will need to demonstrate that they-

Consistently adhere to procedures and regulatory requirements for assisting with medication, including:

- checked the care plan and confirming details
- checked medication, including expiry dates and dosage instructions
- confirmed client identity
- calculated correct dosage
- conducted pre and post administration client checks
- cleaned equipment and disposed and stored medications according to organisation procedures
- completed accurate documentation

Following the successful simulated assessment the candidate **must then be assessed in the workplace under** the normal range of work conditions

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has:

- provided assistance with medication:
 - to at least 5 different clients according to their care plans
 - with at least 5 different types of medications
 - used at least 3 different modes of administration
- consistently adhered to procedures and regulatory requirements for assisting with medication, including:
 - checked the care plan and confirming details
 - checked medication, including expiry dates and dosage instructions
 - confirmed client identity
 - calculated correct dosage
 - conducted pre and post administration client checks
 - cleaned equipment and disposed and stored medications according to organisation procedures completed accurate documentation

Assessment must be undertaken by a registered nurse or registered enrolled nurse or registered Aboriginal and/or Torres Strait Islander health practitioner with current knowledge of practices relevant to medications in the health and community services sectors.

Verification of Employment Details- Medication Skill Set

**MAKE
GREAT
HAPPEN**



Before the prospective student is able to enrol into this skill set the teachers at TAFE Queensland South West need to verify that he/she is a current employee of your organisation, and that you are able and willing to undertake the practical assessments required to meet the above requirements.

This verification can be supplied by completing the form on the following page.

Verification of Employment Details- Medication Skill Set

**MAKE
GREAT
HAPPEN**



CHCSS00070 - Assist Clients with Medication Skill Set

Students Name: _____ Phone number _____

Address _____

E-mail address _____

Details of Employment

Name of Employer: _____

Hours employed per week: _____

Position Title: _____

Date of Commencement: _____

Employer Verification

Name of Facility Representative completing form: _____

Title: _____ Phone Number _____

I verify that we are willing and able to provide DIRECT supervision by a Registered Nurse to the above named person while they undertake the assessment requirements for the short course CHCSS00070 - Assist Clients with Medication Skill Set

This supervision will be required:

- During the simulated medication practice (if studying via the distance mode) and
- During the workplace assessment where the candidate must supply evidence that they have:
 - provided assistance with medication:
 - to at least 5 different clients according to their care plans
 - with at least 5 different types of medications
 - used at least 3 different modes of administration

Signature: _____

Date: _____

Thank you for your assistance in this matter.

Health, Community and Life Sciences Faculty, TAFE Queensland South West.